

G O A

Administration: There was no change in the administrative set up during 1977-78.

Budget: During 1977-78 a sum of Rs.2,48,831 was spent on the non-plan side, out of the budget provision of Rs.2,76,000 and a sum of Rs.1,30,000 was spent against the budget provision of Rs.1,40,000 on the plan side. The expenditure shown on plan side is approximate as it forms part of combined scheme of Development of Archives, Archaeology (Museum) for which total provision of Rs.2,50,000 was made. For 1978-79 a budget provision of Rs.2,67,000 has been made on non-plan side and Rs.4,10,000 (Common to Archives and Archaeology) on the plan side.

Building: The Directorate has building of its own but due to shortage of space two more buildings are hired on rental basis. One of them is for preservation of records and the other for the State Museum. The new building of the Archives section is being constructed in two phases. The construction in phase I, comprising of stack rooms and ^{preservation unit} _{is} has been since completed and _{is} ready for occupation, whereas the work on Phase II comprising of library, seminar and conference rooms and administrative block is yet to start. An amount of Rs.3,28,000 has been spent on the construction during the year 1977-78 and provision of Rs.75,000 has been made in the current financial year.

Record Management: About 225 volumes and many loose documents from Daman with different titles were examined, indexed and arranged. Almost all papers were marked for retention. For reviewing the records regular retention schedule is being followed.

Research and Reference: During the period 23 scholars availed themselves of research facilities while 1,012 queries on records were attended to. 6 files by Government agencies and 800 volumes of records by research scholars were requisitioned.

Reference Media: 633 volumes of Livro de Registo Central Protocol dos Correios, nascimentos, abitor e casamentos from Sankelim and Bicholim, 495 volumes of Alfandega, 92 volumes of Registo de Casamento, Baptismos and obitos were listed. Besides, 39 volumes of Comunidade de Verna, Margao, Davssna, Cortalim, Velcao, Vaddem, Dramapur, Cassaulim, Utorda, Chicalim, Siolim, were also sorted out and listed. 1146 books bearing different titles and 108 bundles from Daman and Goa and 479 bundles of different titles were also listed. In addition, the department has prepared indices of property records, Notarial deeds etc. and reference books like 'Roteiro' and 'Guide' to collection of records from archives are being published.

Publication Programme: During the year work regarding publication of selected Marathi (Modi) documents on Bassein campaign was completed and the same was sent to the Press. Besides, Volume I and II of 'Assentos do Conselho de Fazenda' were also made ready for printing. A new project ^{of} Selection of documents on 'Savantavadi Saunstan da Itihasachi Sadhane'

has also been undertaken and many documents were selected with a view to publish them. The Directorate also started the publication of its 'Quarterly Newsletters' and three issues of the same were published.

Preservation of Records: 20,000 folios of manuscripts volumes and 210 loose modi documents were flattened, 9754 sheets and 210 documents were repaired with tissue paper and 20,000 folios from manuscripts, books were guarded and bound. Also 92 leather bound volumes were repaired and 600 copies of 'Newsletter' were bound.

Photo-Duplication: The archives has its own reprographic section with a microfilm camera etc., and during ^{the} period under review 6,300 frames of negative microfilms from different volumes and 1156 photo-prints and some 9 reflex prints were prepared.

Library: During the period about 269 reference books and 539 periodicals were acquired. About 370 rare books and 60 bundles of rare magazines were received from private parties by way of donations.

Other Activities: To create archival consciousness among the public a permanent exhibition of documents and seals etc. has been organized.